

SUMMER TERM 2020

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held by Zoom on 2nd July 2020 at 7.30 pm due to Covid-19 limitations

PRESENT:	Sonya Agar Ann Alderson Nick Brown Melvyn Bleakley Dave Cronen Patricia English Lisa Higgin Elaine Hoare	Katherine Mannion Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Rose Smith Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Bob Albery Nigel Hobbs	(apologies received and accepted)

NB. Governors' questions are highlighted in *italics* throughout these minutes.

The meeting was held remotely due to Covid-19 limitations and Governors confirmed that they were in a confidential setting.

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business:

- Thanks to school staff
- Traidcraft – links between the Church and the school
- Community Library reopening
- Virtual Village Show

2 DECLARATIONS OF INTEREST

There were no declarations of interest or loyalty in items covered at this meeting.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 14 May 2020, having been circulated, were confirmed as a correct record with the addition of Lisa Higgin to those present. The Clerk would keep a copy to be signed by the Chair later. The signed Minutes would be handed to the Headteacher for display in the School.

3.2 MATTERS ARISING

ACTION

3.2.1 GDPR annual check update (Minute 6.2.1)

The DPO at Turn It On had e mailed with some items to check but these had not been a priority.

3.2.2 Three school specific Inset days for 2020-21 (Minute 6.2.2)

These had been agreed as Tuesday 2 September, Monday 30 October and Monday 7 June. The LA specified days would be Monday 1 September and Monday 4 January. They would be corrected and updated on the website.

3.2.3 PE governor visit (Minute 9.2)

The visit had been done and reported.

3.2.4 Behaviour policy (Minute 11.2)

The Covid-19 annex had been included.

4 STRATEGIC MANAGEMENT**4.1 REPORT OF THE HEADTEACHER**

The Headteacher's report had been circulated in advance and questions were invited before she brought Governors further up to date.

4.1.1 Questions

Seven families had taken up the offer of places in the school available to Key Worker and vulnerable children. How many families were eligible?

The total of Pupil Premium (PP) and vulnerable children was 40. Those who needed support had been given it and the school was aware about the others' situations. The school had been stringent in who the places in school were offered to in line with guidance.

The school was delivering food parcels to some families. What was the reason?

This came from the school's knowledge of families. Some parents had been placed on furlough and others had lost jobs so had been targeted with support.

Both schools had been judged to be enhancement schools and could be asked to offer support to others. What did this mean?

The LA made a judgement about each school and schools judged to be 'enhancement' could be asked to support others.

4.1.2 Update from the Headteacher

There had been developments since the report had been circulated. A lot more children had been brought into the school and every class had been offered two sessions in school this term if parents wished. Take up had been strong and feedback from parents had been positive. Some parents had been disappointed that there could not be more time in school but the constraints of the number of people in bubbles, the staff rota and the limitation on moving people between bubbles meant that it was not possible to offer more safely in line with the guidance. The school had to continue the quality provision for Key Workers' children. The logistics had been difficult. The hope was to offer four days to

everyone but two was possible. Other local schools had not made this wider offer.

The risk assessment had been reviewed every week and the planned staggered starts had been changed to allow for more Year Groups to come in. The following two weeks had been planned carefully and were fully staffed.

Two children had been absent for Covid-19 tests. If the results were positive, the school would follow PHE guidance.

Government guidance for September had been published that day. Key points would be shared with SLT to be worked on before the end of term. The risk assessment would have to be changed considerably and extended to allow for all the pupils to come into school. SLT would try to have Plan A ready and communicated to everyone this term. The Government required every school to have a Plan B, a plan to have a learning offer if the school had to close again. Plan B existed already and Google Classroom would be used from September. A lot of training would be needed in September to support the new platform but it would essentially be the same. It would allow information to be uploaded and the children could upload information too. The Admin tool would stop the need for e mails to go through the office.

The NAHT had raised a number of questions about the Government guidance. One important question was whether a bubble had to be a class or whether it could be a Year Group for Primary schools. There would be no social distancing so Government preferred a bubble to be at class level. At Chalfont St Giles, having a Year Group bubble would make planning easier but clarity was also needed on staff moving between groups.

Was the guidance more relaxed about staff moving between groups than pupils?

The Government was offering more flexibility but the resulting grey areas were the concern.

Governors had all seen the risk assessment and plan for reopening the school. They found them thorough and comprehensive. A staff view was given that the Headteacher's plan and communication had given confidence, bringing staff, children and parents on board, supportive and willing to help. The children in school that week had been pleased to be back and it was good that all Year Groups could come into school. The Headteacher had appreciated the teamwork at the school and the high morale.

Governors had heard some negative comments from a small number of parents and were concerned that the amount of hard work to create the school's offering was not understood or appreciated. Those parents had not seen the Government guidance that set the expectations and the parameters for the provision. The wider situation had been stressful for everyone.

Did the Government guidance require a great deal of work on the risk assessment and plan? It was important for the Headteacher and SLT to have a

break over Summer.

Plan A would be in place by the end of term. In mid August, the Headteacher would review it based on subsequent guidance and review again with staff in the training days at the start of term to make sure it was strong. If there were major changes in the Government guidance by a date yet to be announced, the Headteacher would be touch with everyone who needed to be involved. The children would be back for two days only in the first week of term which would be a buffer to make any amendments that became apparent.

Was further communication needed with parents? Much of the information usually in the end of term newsletter was not available. Could there be anything to recognise the work done by staff?

That would be good to do but it was easier to let it go. A paragraph from Governors supporting the staff could be included. A lot of information would be shared with parents, including the plan and risk assessment. Videos would go to parents of pupils joining the school. The Chair and Headteacher would discuss the communication which would also cover the need to balance the curriculum with catching up. The EEF report had a useful list of five things to make children ready to learn.

Do you have an idea of how far behind the children are?

Parents had done an excellent job. Year 1 had returned and the majority had maintained the skills they had when the school closed. At the start, teachers had thought that would be the best they could hope for. Some had made gains and some had regressed a little. The children were keen to be back but tired as their stamina had reduced.

Would there be access to laptops if the school closed again?

Five laptops had arrived for the children who had been identified. The accompanying paperwork had a delivery date of April. The software was only valid for a short period so there were technical issues. An extra laptop had been sent which might have to be returned.

Had there been any problems with broadband or downloading from the website?

A dongle had been requested for those who had that problem which had only just arrived. They would be given out before Summer so that families could become used to them and ready to go if necessary. These also were part of the Government's IT provision.

Would there be supported catch up for those who had not been able to go online?

It was difficult to know why they had not gone online and there could be other issues. The school would offer support and would gently signpost them to the work which would be left online. There was no intention to put more pressure onto the parents.

4.2 School Development Plan

The Headteacher had looked through what was set in the SDP and realigned the

focus on disadvantaged pupils and the pandemic gap. Subject Leaders would have their sections to work on so that a final plan could be created by September. Targets had not changed substantially but now included identifying and narrowing the gaps.

Would it be appropriate to take some things out?

That could be done but colour coded priorities would be good with certain priorities for the first term. Subject Leaders would RAG rate their own plans.

Could the time period be extended to four years to make sure that the workload was reasonable?

This could be feasible and it would fit financially. Governors would look at this in September when they had the plan to work from.

Clerk: agenda

5 COMMITTEE MINUTES

5.1 Communications Committee

The Communications Committee had not met. Their intention had been to take forward the communication of the school's Outstanding status. Banners had been considered but, as plans for Open Days were not firm at this stage, they would not be a priority. A virtual tour of the school could be considered instead for a virtual Open Day and induction. The Headteacher had prepared a presentation for the Year Groups joining the school and for parents about the new school year which could be developed. This too would be considered in September.

Headteacher

5.2 Curriculum and Standards Committee

The SEND and Equality and Diversity Policies had been sent to Governors for review. The discussion would remain open until 9 July. Governors agreed that the policies would be adopted if there were no comments. Any issues that were raised would be discussed by email or through Governor Hub before being adopted.

The Attendance and Punctuality Policy would be added and the decision taken next term.

The Assessment Governors, the Chair and Headteacher had discussed the assessment data and how it would be treated to deal with current circumstances. The decision was to move every child forward by two steps to give a baseline for 2020-21 which related back to their progress in the Spring term. It would provide a basis to judge whether they had made progress, been static or had fallen behind. This would be followed by an actual assessment.

5.3 Finance Committee

The Finance Committee had not met.

Had there been discussion with the PTA about fundraising?

The Infant School PTA had been in touch with ideas for fundraising and had applied for a Co-operative grant to buy more Chromebooks. The Headteacher would arrange to contact the Junior PTA next term.

Was there any information about the £1bn funding from the Government for catch up?

It appeared that £350m would be for a tutoring service for disadvantaged pupils. The remaining £650m would be shared between all schools. The Headteacher was including extra teachers in the Plan to lead interventions and would enable support staff to lead interventions as well. There could be pre-learning and overlearning to close as many gaps as possible but the amount of funding for the school wasn't known yet.

5.4 Infrastructure Committee

The Infrastructure Committee would meet shortly. They would consider a health and safety report on the reopening of the school and any issues that had arisen or that needed to be discussed.

They would also look at the outstanding issues from last term. Much had been completed but the outside contractors had been on hold. The Junior School roof had been repaired as well as the boundary fence. Many small jobs had been done and the committee would look at what could be done over the Summer.

Would the Government funding for building and refurbishing schools be available?

The focus was on building new schools as more secondary places were needed. Plans already existed and it seemed that those projects would be completed.

5.5 Personnel Committee

Minutes of the Personnel Committee meeting held on 4 June 2020, having been circulated, were noted.

Staffing update – the group size and appropriate pay ranges had been reviewed and there was no change.

Policies – the LA model policies were now rebranded as Buckinghamshire Council. A new Visitor Policy had been adopted but the E Safety Policy was not ready yet. Governors confirmed that E Safety was with Personnel and not Curriculum Committee.

5.6 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

6 DELEGATED REPORTS – GOVERNORS

6.1 Chair

The Chair had not taken any action under emergency or delegated powers. She

had attended the BEP briefing which had worked well as a webinar. Most items covered in the briefing had been in the Headteacher's report. The issue of Black Lives Matter had been raised and an inclusive curriculum was important. Opportunities to increase awareness of different cultures had been in the curriculum review section of the school plan for Spring and Summer this year but more could potentially be done. It would be included in the guidance to curriculum leaders for their reviews over the Summer but development of new content was perhaps not a priority for the Autumn term.

6.2 Development Governor

The Chair had asked Governors about their views on the responsibilities they held and committee memberships. They were content with their roles. Lisa Higgin would take on PSHE / Pupil Voice from September. Rose Smith would like to move from Curriculum and Standards Committee. This would be reviewed later in the year.

Information on the BEP services had been circulated. Their face to face training sessions were webinars for the moment but would move to face to face when possible. There were also online modules. Finances had precluded purchasing the services except for Governor Hub last year but training would be a benefit as there were new Governors. Governors agreed to purchase the BEP package.

6.3 SEND Governor

The SEND Governor had been in touch with the SENDCo and reported on the way SEND pupils had been supported during the term. He asked for thanks to be given to Eleanor March, the SENDCo, who had done so much during the lockdown period to support pupils and their families, and the staff who had worked with her. The report had been posted on Governor Hub.

6.4 Safeguarding Governor

The Safeguarding Governor had circulated a report on her conversation with the Headteacher about safeguarding this term and they would speak again before the end of term. They would work through the Annual Safeguarding Report which would be submitted to the LA and reported to the GB next term. KCSiE had been reviewed and an update was available. Governors would be asked to read the new document and declare that they had read it. A declaration would be set up on Governor Hub.

Eleanor
O'Connor

Clerk

6.5 Equality Governor

The Equality Governor reported that the school was working within the requirements of the Policy and the Equality Objectives were being upheld. The policy was under revision but there would be no major changes.

6.6 Governor visits

Governors had made virtual visits in the Summer term and had posted their reports on PE, Pupil Premium and Science. A report on an RE visit would follow. Visits on PSHE and Art for the Infant School and IT had not been done and would be left for next term. At the September GB meeting, the Headteacher would

agree when the school would be settled enough for visits to start. Staff would provide an end of year report for Governors alongside their section of the School Plan. Governors would use this report in their discussions about next year and the need for catch up. Governors reiterated that staff should take a break over Summer.

7 OTHER MATTERS

7.1 Health and Safety Risk assessment

Governors had read the risk assessment

8 DATES AND TIMES OF FUTURE MEETINGS

The dates and times of the next meetings were confirmed. The first meeting, at least, was likely to be held virtually.

- Thursday 24 September 2020 at 7.30 pm
- Thursday 19 November 2020 at 7.30 pm
- Thursday 21 January 2021 at 7.30 pm
- Thursday 18 March 2021 at 7.30 pm
- Thursday 6 May 2021 at 7.30 pm
- Thursday 1 July 2021 at 7.30 pm

The Prevent training would be arranged later, perhaps in September.

9 ANY OTHER BUSINESS

9.1 Thanks to staff

Governors were keen to express their thanks to the SLT of Elen Peal, Katherine Mannion and Patricia Minter and the staff for all their hard work and flexibility in creating a new version of the school and provide learning for all the children at such a difficult time and such short notice. The communications from the school had been excellent. The weekly assembly, story time and e mails from Mrs Rock had been especially welcome.

9.2 Traidcraft – links between the Church and the school

Ann Alderson highlighted the support Traidcraft had given to the food packages delivered by the school. She also liaised with the Church to provide an update on school provision for the Parish newsletter which goes to Church members.

9.3 Community library reopening

The Community library would be reopening on 7th July, further information would be provided by Elaine Hoare to the school for communication to parents.

9.4 Virtual Village Show

The Show committee were planning some activities and virtual competitions in the absence of an actual show this year. Details would be communicated in due course.

10 CONDUCT OF MEETING

Headteacher

ACTION

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 9.15 pm

Signed Date

CHAIR